



DEPARTMENT OF THE ARMY
266th FINANCIAL MANAGEMENT CENTER (FMC)
UNIT 23122
APO AE 09227

AETS-FCZ

20 June 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Allotments to a Foreign Bank Account for Active-Duty Soldiers

1. References.

a. DoD Financial Management Regulation (DoDFMR) 7000.14-R, Volume 5, Disbursing Policy and Procedures, Chapter 4, December 2009.

b. DoD Financial Management Regulation (DoDFMR) 7000.14-R, Volume 7A, Military Pay Policy and Procedures – Active Duty and Reserve Pay, June 2011.

c. Memorandum, Office of the Assistant Secretary of the Army, Financial Management and Comptroller, 6 May 2011, Subject: Military Allotments to a Foreign Bank Account [Encl 1]

d. Memorandum, Headquarters 21st Theater Sustainment Command, 13 June 2011, Subject: Military Allotments to a Foreign Bank Account [Encl 2]

2. Purpose. The purpose of this memorandum is to establish policy and procedures within US Army Europe (USAREUR) Finance Offices for processing allotments to foreign bank accounts for soldiers entitled to Overseas Housing Allowance (OHA).

3. Scope. This memorandum applies to all finance offices within US Army Europe (USAREUR) servicing USAREUR, US Army Africa (USARAF) and all Army units under any command receiving financial management support from the 266th FMC, hereafter referred to simply as USAREUR.

4. Responsibilities.

a. FMC Director. Oversees and is responsible for management of the program and managing access to the International Treasury Service (ITS).

b. Directors, Officers, and Chiefs (PCE, IFO, BFO or any financial management element under the technical oversight of the 266th FMC authorized access to financial management systems through the 266th FMC). Responsible for establishing the procedures prescribed in this memo and providing local oversight of the program.

c. Chief, Internal Control. Perform a review of this program annually in conjunction with compliance reviews performed at each site.

5. Procedures.

a. For soldiers who wish to establish a foreign bank account allotment.

(1) Soldier obtains OF 1199-I, either online or from the local finance office, then takes the form to the foreign financial institution where he/she is an account holder. The institution should complete the form with the soldier's account data. If the form is handwritten, then a printout of the required data must be obtained from the institution. The finance office will not accept handwritten information for the establishment of a foreign bank account allotment.

(2) Soldier submits the completed form along with a DD 2558 to the local finance office or to his/her S-1/Personnel Action Center (PAC) for submission to finance.

(3) Finance office or S-1/PAC must inform the soldiers of their individual responsibility to stop the allotment to the foreign bank no later than the beginning of the month in which they no longer want the allotment to go out. A signed acknowledgement [Encl 3] shall be received from each soldier with the completed OF 1199-I and DD 2558 prior to initiating the allotment.

(4) The appropriate Military Pay section enrolls the soldier's account in ITS.gov online using the Standard Operating Procedures [Encl 4] and establishes the allotment in DJMS using an input source code of FB.

(5) Paperwork supporting the transaction is filed with the military pay cycle in which the allotment was entered.

(6) Documents are retained in accordance with normal military pay document retention requirements.

(7) The appropriate Military Pay section will maintain a database [Encl 5] of allotments to foreign banks to include effective date, initial amount and projected end date.

(8) Once the allotment is established, the soldier can make changes to the allotment on the MyPay website.

b. For the local finance office performing out-processing. During a soldier's out-processing, finance will determine whether the soldier has an allotment to a foreign bank account.

(1) If the soldier has an allotment to a foreign bank account and has stopped the allotment in MyPay, the local finance office will process a disenrollment in ITS.gov.

(2) If the soldier has an allotment to a foreign bank account but has not stopped the allotment in MyPay, the local finance office will process a DD2558 to stop the allotment and then process a disenrollment in ITS.gov.

AETS-FCZ

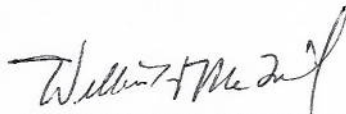
SUBJECT: Allotments to a Foreign Bank Account for Active-Duty Soldiers

6. POC for this policy is the FMC Policy Section, DSN 483-8150/8216, commercial 0631-411-8150/8216.

First in Finance Support!

FOR THE COMMANDER:

Encls 5


WILLIAM H. McQUAIL
Deputy Director, FMC

DISTRIBUTION:

DIRECTOR, PCE

CHIEF, BENELUX FINANCE OFFICE

CHIEF, ITALY FINANCE OFFICE

CDR, KFOR FINANCE DETACHMENT

CDR, 106th FMCO

CHIEF, CASH MANAGEMENT

CHIEF, INTERNAL CONTROL



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
FINANCIAL MANAGEMENT AND COMPTROLLER
108 ARMY PENTAGON
WASHINGTON DC 20310-0108

MAY 06 2011

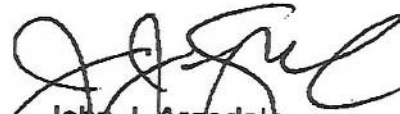
MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Military Allotments to a Foreign Bank Account

1. This memorandum establishes Army policy on military pay allotments to a foreign bank. The primary purpose of this program is to assist Soldiers assigned to locations without a community bank. All allotments to a foreign bank must be sent to the Soldier's personal or joint account. No allotments may be made to a third party (landlord, relative, etc).
2. All allotments to Foreign Banks will be started by the local finance office. Allotments will not be started via myPay, although they may be subsequently changed or cancelled via myPay. Allotments will be started by the use of the International Direct Deposit Form OF1 1991 at <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/of11991.pdf>. It is imperative that the form be completed by both the Soldier and the bank.
3. Soldiers are required to stop their allotment to the foreign bank no later than the beginning of the month in which they no longer want the allotment to go out, normally in conjunction with completion of their overseas assignment. In the event that the allotment is not stopped prior to the Soldier departing for their new duty station and funds are sent to the foreign bank, it will be the Soldier's responsibility to obtain the balance of funds from the foreign bank. It will not be the responsibility of the local finance office. Soldiers should be counseled on this responsibility and that differing banking laws by country may impact the process of obtaining funds once transmitted to a foreign bank.
4. The Financial Management Center (FMC) will be primarily responsible for managing this program within its area of operation and managing access to the International Treasury Services for finance offices within their theater. The U.S. Army Financial Management Command (USAFMCOM) will provide procedural guidance and assist the FMCs in managing this program.

SUBJECT: Military Allotments to a Foreign Bank Account

5. My point of contact for this action is MAJ Timothy Riggs at (317) 510-8897 or timothy.riggs@dfas.mil.



John J. Argodale
Deputy Assistant Secretary of the Army
(Financial Operations)

Distribution:

Director, 175th FMC
Director, 266th FMC
Director, 13th FMC
Director, 18th FMC
Director, 336th FMC
Director, 469th FMC



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 21ST THEATER SUSTAINMENT COMMAND
UNIT 23203
APO AE 09263

AETS-CG


13 June 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Military Allotments to a Foreign Bank Account

1. Reference Memorandum, Office of the Assistant Secretary of the Army, Financial Management and Comptroller, 6 May 2011, subject: Military Allotments to a Foreign Bank Account (Encl).
2. Subject memorandum permits Army Finance Management Centers to establish military pay allotments to foreign banks. I fully support the implementation of this program by the 266th Financial Management Center (FMC), subject to the restrictions in the referenced memorandum and subject to the 266th FMC publication of its own procedural guidance.
3. Although this program was tested primarily to assist Soldiers assigned to locations without a community, there is nothing in the implementation guidance to prevent any Soldier from using this program as long as the member is receiving overseas housing allowance.
4. POC for this action is, Mr. Scott Ferge, 483-6257/8216.

Encl


PATRICIA E. McQUISTION
Major General, USA
Commanding

DISTRIBUTION: A

DATE: _____

MEMORANDUM FOR RECORD

SUBJECT: Allotment to a Foreign Bank Account – Soldier's Individual Responsibilities

I, (rank) _____ (name) _____, understand the following:

- I am personally responsible for stopping my allotment to a foreign bank account no later than the beginning of the month in which I no longer want the allotment to go out.
- I have attached my completed OF 1191-I with a print out of the required data from my financial institution along with a completed DD 2558.
- I understand the intent of this program is to permit me to obtain foreign currency for my rent and utilities and the amount of my allotment should be commensurate with these requirements.
- If my allotment isn't stopped prior to my departure to my new duty station and funds are sent to the foreign bank, it is my responsibility to obtain those funds from the foreign bank.
- If my tour is extended beyond the DEROS date listed below, it is my responsibility to notify the local Finance office. If I do not, my allotment may be subject to cancellation.
- The local finance office is not obligated to recover funds that are deposited to my foreign bank account because I failed to stop my allotment.
- Bank laws vary by country and may impact the process of obtaining funds once transmitted to a foreign bank.

Printed Name: _____

Signature: _____

DEROS Date: _____

International Treasury Services



STANDARD OPERATING PROCEDURE June 17, 2011

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Enroll Function

ITS.gov is used to enroll a Recipient's foreign banking information.

Sample left tool pane of the ITS.gov homepage:

Financial Management Service - Windows Internet Explorer

https://qa.its.gov/FMS/Services/Home

File Edit View Favorites Tools Help

Financial Management Service

ITS Help Logout

Financial Management Service
ENV: ITS QA - Primary SITE: QA Primary MODE: PROD Cycle Date: Sep 23, 2009

General
About ITS.GOV
Activity Report

Recipient
View/Update
Verify
ENR/NOC Report

Recurring Payments
View History

File Mgmt Services
Agency Files

About ITS.GOV

ITS.GOV News

- ITS.gov will be closed on Monday May 25, 2009 for Memorial Day. Provision Requests should be forwarded to the new group mailbox at nyits.administrator@ny.frb.org. been receiving reports about an error message appearing in ITS.gov upon entering one's user ID and password. The message displays: Error your session has timed out. To access the ITS.gov homepage please press the refresh key. An investigation has been opened concerning this error message.
- ITS.gov customer service is available Sunday 11:00 pm thru Friday 6:00 pm Eastern Time please dial (201) 531-3777. ITS.gov is not available for data entry and verification of payments during the following times due to system maintenance Monday to Thursday 9:00 pm - 11:00 pm and Friday 9:00 pm - 12:00 am. To schedule coverage for expanded business hours, please dial (201) 531-3777.
- Cut off for enrolling recipients to receive direct deposit for the April 3, 2009 settlement date is March 20, 2008.
- Payment History information is available from January 1, 2004 to Present.

Special Messages

- United Kingdom, Norway, Italy, France and Greece stop payments must be processed 3 days prior to the payment date (Settlement) by 7:00 AM Eastern Time.
- Germany, Ireland, Sweden, Spain, Portugal and Mexico and the Caribbean stop payments must be processed 2 days prior to the payment date (Settlement) by 7:00 AM Eastern Time.
- The next ITS.gov FBU quarterly conference call will be on March 18, 2009 at 8:30 AM Eastern Time.

Payment Files

- The next monthly settlement for Social Security payments will be on April 3, 2009.
- The next monthly settlement for Office of Personnel Management and Veterans Affairs will be on April 1, 2009.

Helpful Hint

- For all stop payments with reason codes R-02 & R-03 that you input via ITS.gov, please remember you must go back and update the status flag to IDD Enrolled when you process the NOC information. This will enable straight through processing for future payments. If the status flag isn't updated, the item(s) will continue to be intercepted.
- When in the payment history section of ITS.gov, remember to add a zero to the front of any six digit trace number when

Enroll Function (continued)

The first step is to add the Recipient.

The screenshot shows the 'Financial Management Service' web application running in a Windows Internet Explorer browser. The address bar displays 'https://qa.its.gov/FMS/Services/Home'. The page title is 'Financial Management Service'. Below the title, it says 'ENV: ITS QA - Primary SITE: QA Primary MODE: PROD Cycle Date: Jan 14, 2011'. On the left, there is a navigation menu with sections: 'General' (containing 'About ITS.G' and 'Activity Report'), 'Recipient' (containing 'View/Update', 'Verify', and 'ENR/NOC Report'), 'Recurring Payments' (containing 'View History'), and 'File Mgmt Services' (containing 'Agency Files'). The main content area has a form with a text input field containing '123456789B1', a dropdown menu for 'Agency Name' with 'US Army - Belgium' selected, and 'Search' and 'Add' buttons. Three arrows indicate the steps: a yellow arrow labeled 'Step 1' points to the ID input field, a blue arrow labeled 'Step 2' points to the 'Agency Name' dropdown, and a blue arrow labeled 'Step 3' points to the 'Add' button.

1. Enter Individual ID – in this case **123456789B1** (the **SSAN** and **B1** at the end)
2. Select the Agency (In this case **US Army - Belgium**)
3. Click the Add Button

Enroll Function (continued)

Once the Recipient record is displayed, enter the Banking information.

The screenshot shows the Financial Management Service web application interface. The browser title is "Financial Management Service - Windows Internet Explorer" and the URL is "https://www.its.gov/FMS/Services/Home". The page header includes the ITS logo and the text "Financial Management Service ENV: ITS Production - Primary SITE: Production Primary MODE: PROD Cycle Date: Mar 4, 2011".

The left sidebar contains a navigation menu with the following sections:

- General**
 - About ITS.GOV
 - Activity Report
- Recipient**
 - View/Update
 - Verify
 - ENR/NOC Report
- Recurring Payment**
 - View
- File Mgmt Services**
 - Agency Files

The main content area displays the enrollment form with the following sections and steps indicated by arrows:


- Header Information:** Individual ID: 123456789B1, Payment Type: APAY, Update User ID: jryde504, Update Date/Time: 03/04/2011 07:11:49:372, Verifier User ID: [blank]. A "New Search" link is present.
- Recipient Information:**
 - First Name: John, Middle Name: T, Last Name: Smith (Step 1)
 - Payee Indicator: Self, Enrollment Status: IDD Enrolled (Step 2)
 - Country: BELGIUM - 71, Currency Type: [blank] (Step 3)
 - SSA Consular Code: 748, SSA Country Code: 58040, SSA GEO Code: B (Step 4)
- Account Information:**
 - Account Type: Checking, Mode of Payment: Direct Deposit, Account Ownership: Individual (Step 5)
 - Bank: [blank], Branch: [blank], Account Number: 023359975, Control/CK Digits: [blank] (Step 6)
 - IBAN: BE05210023359975 (Step 7)
 - Calculate FR Num & DAN button
 - Foreign Routing #: 710002107, Deposit Account #: 8023359975
 - Received Payment: No, Last Alpha File Load: [blank], Last Payment: [blank]
 - RFN #: [blank], Trace #: [blank], Date: [blank]
- Recipient Contact Information [Hide]:**
 - Address: 123 Rue de Mons, APO, AE 09705 (Step 8)
 - Comment: Phone 123-1234 (Step 9)
- Bank Contact Information [Show]:**
 - Save button (Step 10)

1. Input the First, Middle Initial, Last Name
2. Make sure the Payee Indicator is SELF
3. Change Enrollment Status to "IDD Enrolled"

4. Use drop down box and choose the Country you are making payment
5. If the IBAN is supplied, select the IBAN radio button
6. Enter the IBAN in the field
7. Click "Calculate FR Num & Dan"
 - o Note: This will validate the banking information format is valid for the selected country
8. Enter the Recipient Address
9. If you want to input phone number or other comments you may
10. Click "Save"
11. Write the account number you just added on the OF1199I

Enroll Function (continued)

The following will be displayed for a successful add. The add is now ready for verification.

Financial Management Service	
ENV: ITS QA - Primary SITE: QA Primary MODE: PROD Cycle Date: Jan 14, 2011	
 General About ITS.GOV Activity Report Recipient View/Update Verify ENR/NOC Report Recurring Payments View History File Mgmt Services Agency Files	▲ New Search
	Recipient Successfully Added - Please Verify
	Individual ID: 123456789B1
	Payment Type: APAY
	First Name: JOHN
	Last Name: DOE

Verify Enroll

All adds to Recipients must be verified by a different staff member. To access this function, click Verify.

Financial Management Service - Windows Internet Explorer

https://qa.its.gov/FMS/Services/Home

File Edit View Favorites Tools Help

Financial Management Service

ITS Help Logout

Financial Management Service
ENV: ITS QA - Primary SITE: QA Primary MODE: PROD Cycle Date: Sep 23, 2009

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View/Update
Verify
ENR/NOC Reps

Recurring Payments
View History

File Mgmt Services
Agency Files

About ITS.GOV
ITS.GOV News

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- Cut off for enrolling recipients to receive direct deposit for the April 3, 2009 settlement date is March 20, 2008.
- Payment History information is available from January 1, 2004 to Present.

Special Messages

- United Kingdom, Norway, Italy, France and Greece stop payments must be processed 3 days prior to the payment date (Settlement) by 7:00 AM Eastern Time.
- Germany, Ireland, Sweden, Spain, Portugal and Mexico and the Caribbean stop payments must be processed 2 days prior to the payment date (Settlement) by 7:00 AM Eastern Time.
- The next ITS.gov FBU quarterly conference call will be on March 18, 2009 at 8:30 AM Eastern Time.

Payment Files

- The next monthly settlement for Social Security payments will be on April 3, 2009.
- The next monthly settlement for Office of Personnel Management and Veterans Affairs will be on April 1, 2009.

Helpful Hint

- For all stop payments with reason codes R-02 & R-03 that you input via ITS.gov, please remember you must go back and update the status flag to IDD Enrolled when you process the NOC information. This will enable straight through processing for future payments. If the status flag isn't updated, the item(s) will continue to be intercepted.
- When in the payment history section of ITS.gov, remember to add a zero to the front of any six digit trace number when

Done Internet 100%

Verify Enroll (continued)

Select the US Army - Belgium, then click Search.

Note: The Individual ID field is optional. If it is filled in, the Recipient will be displayed. If it's left blank, all Recipient's awaiting verification will be displayed. For this example it will be left blank.

Financial Management Service - Windows Internet Explorer

https://qa.its.gov/FMS/Services/Home

File Edit View Favorites Tools Help

Financial Management Service

ITS Help Logout

Financial Management Service

ENV: ITS QA - Primary SITE: QA Primary MODE: PROD Cycle Date: Jan 14, 2011

General

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Individual ID Agency Name ☐ Include Other ABAs

Click Here

Verify Enroll (continued)

Since the Individual ID field was left blank, a list of Recipients awaiting verification will be displayed.

Financial Management Service - Windows Internet Explorer

https://qa.its.gov/FMS/Services/Home

Financial Management Service

ENV: ITS QA - Primary SITE: QA Primary MODE: PROD Cycle Date: Jan 14, 2011

ITS Help Logout

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Individual ID Agency Name ☐ Include Other ABAs

View	Individual ID	Recipient Name	Country	Agency Name	Enrollment Status	Payee Indicator	Last Update Date
	123456789B1	JOHN DOE	56 - FRANCE	APAY	IDD Enrolled	0 - Self	02/09/2011

Done

Internet 100%

4. Click "View" for the Recipient needing verification

Verify Enroll (continued)

The updated record appears for sight verification.

Financial Management Service - Windows Internet Explorer

https://qa.its.gov/FMS/Services/Home

File Edit View Favorites Tools Help

Financial Management Service

ITS Help Logout

ENV: ITS QA - Primary SITE: QA Primary MODE: PROD Cycle Date: Jan 14, 2011

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Stop Payment Code: SSA Country Code: 58100

Date of Event: SSA GEO Code:

Account Information

Account Type: Checking

Mode of Payment: Direct Deposit

Account Ownership: Individual

Bank: 12345

IBAN:

Branch: 67890

Account Number: 12345

Control/CK Digits:

Foreign Routing #: 561234564

Deposit Account #: 789012345

Received Payment: No

Last Alpha File Load:

Last Payment RFC#:

Last Payment Trace #:

Last Payment Date:

Last Payment FR#:

Last Payment Acc #:

Recipient Contact Information

Address: 123 MAIN STREET
PARIS, 12345
FRANCE

Comment:

Bank Contact Information

Bank Name:

Bank Phone:

Bank Fax:

Bank E-mail:

Bank Contact:

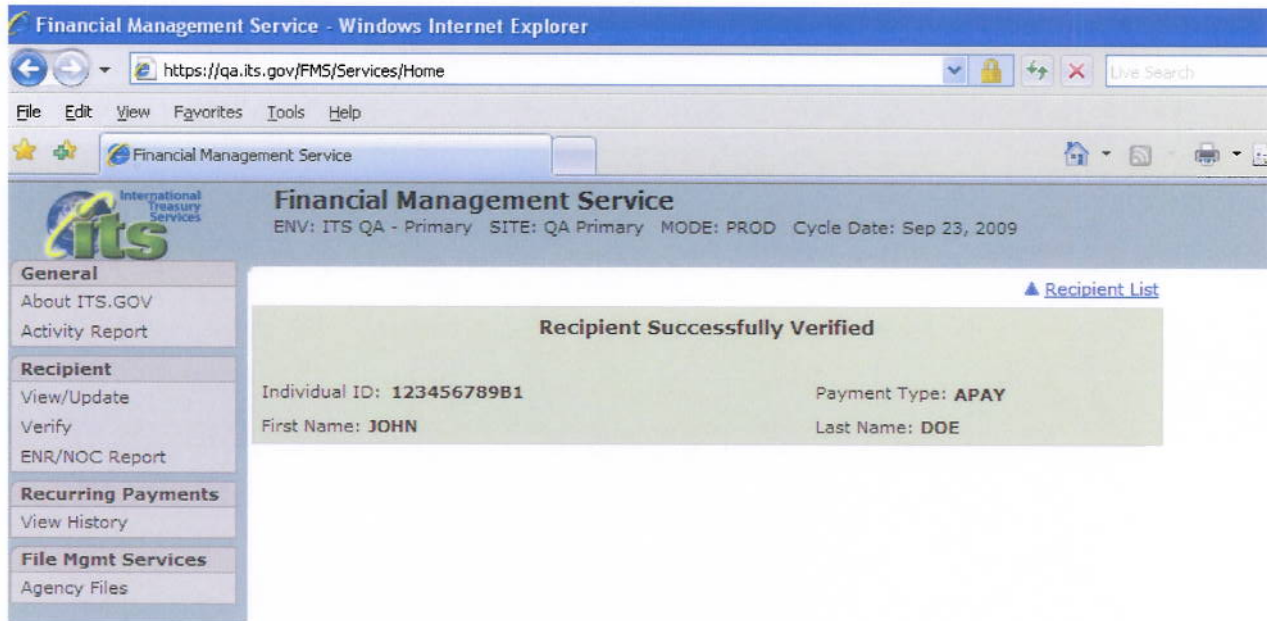
Bank Address:

Verify Reject

5. Make sure the account number matches what is written on the OF1199I. Then Click "Verify" to approve the update or "Reject" to cancel the update

Verify Enroll (continued)

A screen will appear if the update is verified or rejected.



6. This is an example of a verified update, make sure the account number is the same that is written on the OF1199I before verifying it.
7. Military pay may now process the allotment in DJMS. Here are the following information to use when building the allotment:
 - o RTN – **021053065** or company code of **H163289**
 - o Account Number – **123456789B1** (SSAN with B1 at the end)

Stop Payment Function

ITS.gov is used to update a Recipient's foreign banking information or enrollment status. In this example, the enrollment status will be changed to "IDD Stop Payment" so the Recipient will not receive any future ITS.gov payments. In the case where an agency sends a payment and the Recipient's status is "IDD Stop Payment", the payment funds will be returned back to the agency.

Sample left tool pane of the ITS.gov homepage:

Financial Management Service - Windows Internet Explorer

https://qa.its.gov/FMS/Services/Home

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ITS Help Logout

Financial Management Service
ENV: ITS QA - Primary SITE: QA Primary MODE: PROD Cycle Date: Sep 23, 2009

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- Payment History information is available from January 1, 2004 to Present.

Special Messages

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- The next ITS.gov FBU quarterly conference call will be on March 18, 2009 at 8:30 AM Eastern Time.

Payment Files

- The next monthly settlement for Social Security payments will be on April 3, 2009.
- The next monthly settlement for Office of Personnel Management and Veterans Affairs will be on April 1, 2009.

Helpful Hint

- For all stop payments with reason codes R-02 & R-03 that you input via ITS.gov, please remember you must go back and update the status flag to IDD Enrolled when you process the NOC information. This will enable straight through processing for future payments. If the status flag isn't updated, the item(s) will continue to be intercepted.
- When in the payment history section of ITS.gov, remember to add a zero to the front of any six digit trace number when

Done Internet 100%

Stop Payment Function (continued)

The first step is to find the Recipient.

Financial Management Service - Windows Internet Explorer

https://qa.its.gov/FMS/Services/Home

Financial Management Service

ENV: ITS QA - Primary SITE: QA Primary MODE: PROD Cycle Date: Jan 14, 2011

ITS Help Logout

General

- About ITS.GOV
- Activity Report

Recipient

- View/Update
- Verify
- ENR/NOC Report

Recurring Payments

- View History

File Mgmt Services

- Agency Files

Individual ID: 123456789B1 Agency Name: US Army - Belgium Search

Click Here

8. Enter Individual ID – in this case **123456789B1** (members SSAN with B1 at the end)
9. Select the Agency (In this case **US Army - Belgium**)
10. Click the Search Button

Stop Payment Function (continued)

Once the name is retrieved, Click Update.

Financial Management Service - Windows Internet Explorer

https://qa.its.gov/FMS/Services/Home

Financial Management Service

ENV: ITS QA - Primary SITE: QA Primary MODE: PROD Cycle Date: Jan 14, 2011

ITS Help Logout

Individual ID: 12345 Agency Name: US Army - Belgium Search Add

View Update	Individual ID	Recipient Name	Country	Agency Name	Enrollment Status	Payee Indicator
	123456789A1	JOHN Q PUBLIC	56 - FRANCE	APAY	IDD Enrolled	0 - Self
	123456789B1	JOHN DOE	56 - FRANCE	APAY	IDD Enrolled	0 - Self

Click Here

Stop Payment Function (continued)

Once the Recipient record is displayed, change the status.

The screenshot shows a web browser window titled "Financial Management Service - Windows Internet Explorer". The address bar displays "https://qa.its.gov/FMS/Services/Home". The page header includes "Financial Management Service" and "ITS Help Log". The left sidebar contains a navigation menu with sections: "General" (About ITS.GOV, Activity Report), "Recipient" (View/Update, Verify, ENR/NOC Report), "Recurring Payments" (View History), and "File Mgmt Services" (Agency Files). The main content area displays the "Recipient Information" form for Individual ID: 123456789B1. The form includes fields for First Name (JOHN), Middle Name, Last Name (DOE), Payee Indicator (Self), Enrollment Status (IDD Stop Payment), Stop Payment Code (Payment Stopped or Stop Payment on Item), Date of Event (02/10/2011), Country (FRANCE - 56), Currency Type (Euro), SSA Consular Code (680), SSA Country Code (58100), and SSA GEO Code.

Financial Management Service - Windows Internet Explorer

https://qa.its.gov/FMS/Services/Home

Financial Management Service

ENV: ITS QA - Primary SITE: QA Primary MODE: PROD Cycle Date: Jan 14, 2011

ITS Help Log

General

About ITS.GOV

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Verify

ENR/NOC Report

Recurring Payments

View History

File Mgmt Services

Agency Files

Recipient List

Individual ID: 123456789B1 Payment Type: APAY

Update User ID: chuckbad Update Date/Time: 02/10/2011 13:55:17:107

Verifier User ID: cbadagliacca

Recipient Information

First Name: JOHN Middle Name: Last Name: DOE

Payee Indicator: Self Enrollment Status: IDD Stop Payment Stop Payment Code: Payment Stopped or Stop Payment on Item Date of Event (mm/dd/yyyy): 02/10/2011

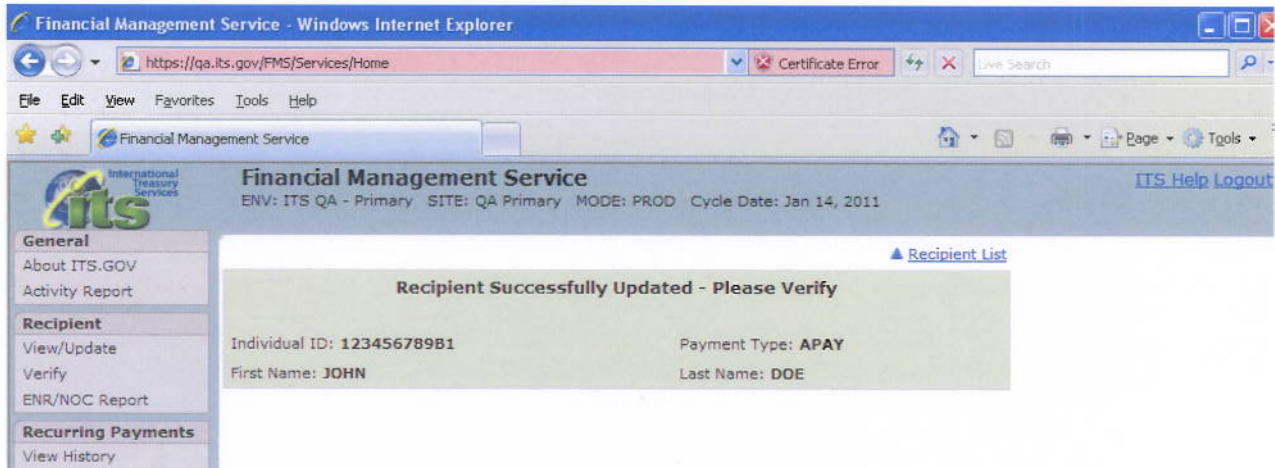
Country: FRANCE - 56 Currency Type: Euro

SSA Consular Code: 680 SSA Country Code: 58100 SSA GEO Code:

- Change Enrollment Status to "IDD Stop Payment"
- Change Stop Payment Code to "Payment Stopped or Stop Payment on Item"
- Enter today's date on Date of Event

Stop Payment Function (continued)

The following will be displayed for a successful update. The update is now ready for verification.



Note: The following will be displayed if the Recipient record was attempted to be updated but there is already an update to the record which is awaiting verification:

An error has occurred while processing your request.

Please notify the technical support staff and provide the following information:

Date and Time: Mon Oct 26 18:27:14 EDT 2009

Error: Recipient change request record exists for this Recipient: 123456789 00 [Ref ID: IDD_01_001 - 1256596034444]

Verify Stop Payment

All updates and adds to Recipients must be verified by a different staff member. To access this function, click Verify.

Financial Management Service - Windows Internet Explorer

https://qa.its.gov/FMS/Services/Home

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Financial Management Service

Financial Management Service

ENV: ITS QA - Primary SITE: QA Primary MODE: PROD Cycle Date: Sep 23, 2009

ITS Help Logout

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About ITS.GOV

ITS.GOV News

- ITS.gov will be closed on Monday May 25, 2009 for Memorial Day.
- All User Provision Requests should be forwarded to the new group mailbox at nyits.administrator@ny.frb.org.
- We have been receiving reports about an error message appearing in ITS.gov upon entering one's user ID and password. The message displays: Error your session has timed out. To access the ITS.gov homepage please press the refresh key. An investigation has been opened concerning this error message.
- ITS.gov customer service is available Sunday 11:00 pm thru Friday 6:00 pm Eastern Time please dial (201) 531-3777. ITS.gov is not available for data entry and verification of payments during the following times due to system maintenance Monday to Thursday 9:00 pm - 11:00 pm and Friday 9:00 pm - 12:00 am. To schedule coverage for expanded business hours, please dial (201) 531-3777.
- Cut off for enrolling recipients to receive direct deposit for the April 3, 2009 settlement date is March 20, 2008.
- Payment History information is available from January 1, 2004 to Present.

Special Messages

- United Kingdom, Norway, Italy, France and Greece stop payments must be processed 3 days prior to the payment date (Settlement) by 7:00 AM Eastern Time.
- Germany, Ireland, Sweden, Spain, Portugal and Mexico and the Caribbean stop payments must be processed 2 days prior to the payment date (Settlement) by 7:00 AM Eastern Time.
- The next ITS.gov FBU quarterly conference call will be on March 18, 2009 at 8:30 AM Eastern Time.

Payment Files

- The next monthly settlement for Social Security payments will be on April 3, 2009.
- The next monthly settlement for Office of Personnel Management and Veterans Affairs will be on April 1, 2009.

Helpful Hint

- For all stop payments with reason codes R-02 & R-03 that you input via ITS.gov, please remember you must go back and update the status flag to IDD Enrolled when you process the NOC information. This will enable straight through processing for future payments. If the status flag isn't updated, the item(s) will continue to be intercepted.
- When in the payment history section of ITS.gov, remember to add a zero to the front of any six digit trace number when...

Verify Stop Payment (continued)

Select the US Army - Belgium, then click Search.

Note: The Individual ID field is optional. If it is filled in, the Recipient will be displayed. If it's left blank, all Recipient's awaiting verification will be displayed. For this example it will be left blank.

Financial Management Service - Windows Internet Explorer

https://qa.its.gov/FMS/Services/Home

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Financial Management Service

ITS International Treasury Services

Financial Management Service

ENV: ITS QA - Primary SITE: QA Primary MODE: PROD Cycle Date: Jan 14, 2011

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Individual ID Agency Name ☐ Include Other ABAs

Click Here

Verify Stop Payment (continued)

Since the Individual ID field was left blank, a list of Recipients awaiting verification will be displayed.

Financial Management Service - Windows Internet Explorer

https://qa.its.gov/FMS/Services/Home

Financial Management Service

ENV: ITS QA - Primary SITE: QA Primary MODE: PROD Cycle Date: Jan 14, 2011

Individual ID Agency Name ☐ Include Other ABAs

View	Individual ID	Recipient Name	Country	Agency Name	Enrollment Status	Payee Indicator	Last Update Date
	123456789B1	JOHN DOE	SE - FRANCE	APAY	IDD Stop Payment	0 - Self	02/10/2011

11. Click "View" for the Recipient needing verification

Verify Stop Payment (continued)

The updated record appears for sight verification.

Financial Management Service - Windows Internet Explorer

https://qa.its.gov/FMS/Services/Home

File Edit View Favorites Tools Help

Financial Management Service

ITS Help Logout

ENV: ITS QA - Primary SITE: QA Primary MODE: PROD Cycle Date: Sep 23, 2009

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Enrollment Status: IDD Enrolled

Stop Payment Code:

Date of Event:

SSA Consular Code: 680

SSA Country Code: 58100

SSA GEO Code:

Account Information

Account Type: Checking

Mode of Payment: Direct Deposit

Account Ownership: Individual

Bank: 12345

IBAN:

Branch: 67890

Account Number: 12345

Control/CK Digits:

Foreign Routing #: 561234564

Deposit Account #: 789012345

Received Payment: No

Last Alpha File Load:

Last Payment RFC#:

Last Payment Trace #:

Last Payment Date:

Last Payment FR#:

Last Payment Acc #:

Recipient Contact Information

Address: 123 MAIN STREET
PARIS, 12345
FRANCE

Comment:

Bank Contact Information

Bank Name:

Bank Phone:

Bank Fax:

Bank E-mail:

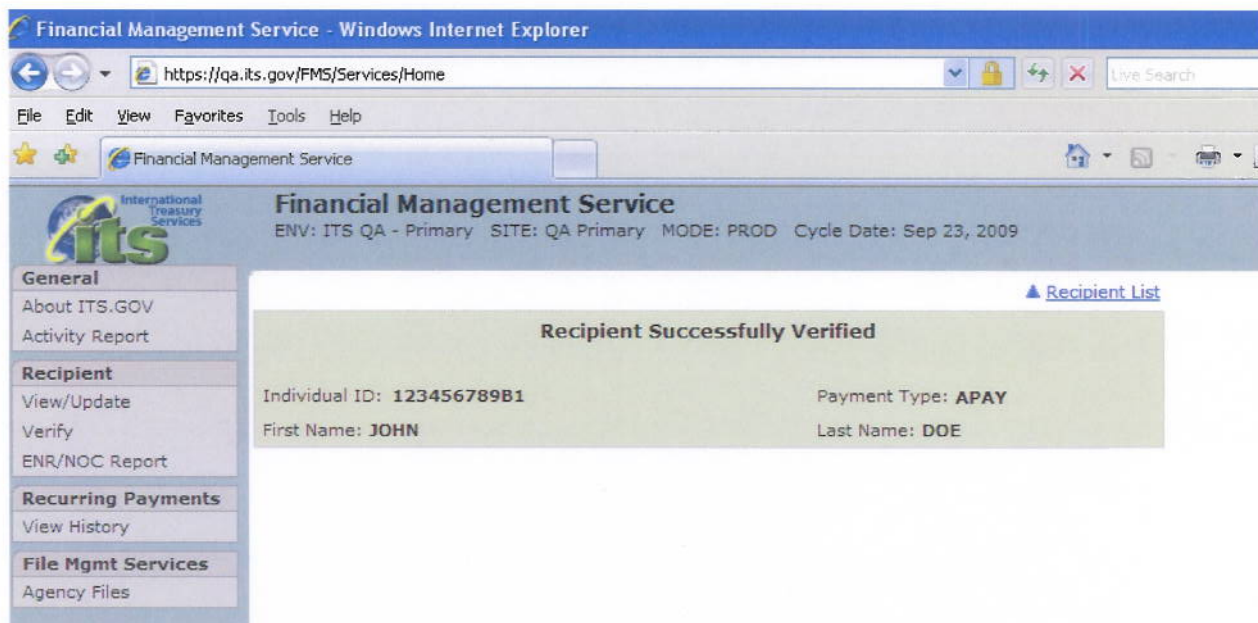
Bank Contact:

Bank Address:

12. Click "Verify" to approve the update or "Reject" to cancel the update

Verify Stop Payment (continued)

A screen will appear if the update is verified or rejected.



13. This is an example of a verified update

[illegible]